

OFFICE SYMBOL

The emergency situation caused by (name of disaster) has caused severe destruction and unmeasurable chaos and tragedy in the lives of hundreds people in (location of disaster). The (victim district) District of the U.S. Army Corps of Engineers has a lead role in meeting the needs of those suffering from this disaster. Without the assistance of Corps members from outside our district, we could not meet this challenge.

Equally important to us is your support of (Mr. or Ms. last name) and of the Corps of Engineers during this time. We recognize that you are concerned about your family member's safety, health, and welfare, during this operation.

The toll-free number is 1-800-____-____. For mail to (first name of individual) use the following address:

U.S. Army Corps of Engineers
(Name of supporting office)
ATTN: (office symbol and individual's last name)
P.O. Box (box number)
(city, state and zip)
XXXXXXXXXXXXXXXXXXXXX
COL, CE
District Engineer